

] PROCEDURE: 3061]
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Data Operations
DATA OPERATIONS TEAM

] DATE: 02/26/98
] _____]

] TITLE: Computer Output Microfilming (COM)
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] Purpose]
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To establish the procedure for Computer Output Microfilming (COM).

] Definitions]
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Custom Microfiche - All custom microfiche must be generated using STARLINK One.

Eyeball characters - Characters large enough to be read without special equipment. Several sizes of eyeball characters are available. These are described in the STARLINK One Software Users Guide.

Online output microfiche - online refers to sending microformatted output directly to the KOMSTAR using a special SYSOUT class. Standard Microfiche Output Classes - SYSOUT M and J.

KOMSTAR 100 - Online Kodak microfiche processor.

STARLINK One - Software that converts reports into a form usable by the KOMSTAR 100.

SYSOUT X KOMSTAR- All SYSOUT sent to this class must have been generated by STARLINK One.

] Microfiche Standards]
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All microfiche will be 105 by 145 mm (4 1/4 by 5 3/4 in) and will have magnification ratio of either 42:1 or 35:1. The magnification ratio will normally be 42:1.

The top row of each microfiche is the title area. This area will contain identifying information readable without special equipment.

On standard microfiche, the title area will contain information generated by the system. This information will consist of the job number, the JES number, the current date and a sequence number.

The first frame of the title area is used for the number of copies required. If only the original and no copies are required, this frame should be left blank. Otherwise it should contain the word 'COPY' in size '82' eyeball characters and the total number of copies (including the original) in size '4B' eyeball characters.

The job number must be included in the title area of all microfiche using eyeball characters no smaller than "4T".

] On-line Output]
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All microfiche output should be routed to the JES3 spool using output class M, J, or X.

Output classes M and J are used for standard output that is to be processed on microfiche. System utilities are used to convert the SYSOUT in these classes to camera ready data streams. All SYSOUT generated by the STARLINK One software is camera ready and should be routed to SYSOUT class X.

] Tape Output Discontinued]
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Effective immediately, tape output for microfiche is being phased out. All jobs creating microfiche must be converted to route output to the JES3 spool. The JES3 spool capacity was increased in January, 1993 to facilitate this conversion.

After July 1, 1993, prior approval of the Computer Operations Manager I is required for processing microfiche data sets on tape.

] Dataset Names]
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All output datasets with the exception of those routed to SYSOUT must be identified by a DSNAME that conforms to PSA 2045 "Data Set Preparation and Naming".

This is the current version of a document previously issued on 02/15/93